PROFORMA OF APPLICATION

To
The Controller of Legal Metrology
Government of West Bengal
Consumer Affairs Department,
P-326, C.I.T. Scheme – VI, 2nd Floor,
Kankurgachi, Kolkata – 700 054.

Subject :- Registration of Manufacturer / Packer as per Rules 27 of the Legal Metrology (Packaged Commodities) Rules, 2011 (Please see Guidance)

1)	Name of Applicant	:	
2)	Complete Address	:	
3)	Name of Address of Proprietor / Partners / Directors of the Concern / Firm / Company	:	
4)	Location of Factories & Packing Units		
	i)		
	ii)		
	iii)		
	iv)		
5)	Name of the commodity or commodities pre-packaged by the Applicant		
	a)	b)	
	c)	d)	
DEC	CLARATION		
I/We hereby declare that I/we will comply the relevant provisions of the Legal Metrology Act, 2009 & the Legal Metrology (P.C) Rules, 2011 as applicable to the Commodities in Packaged from Manufactures / Packed by me us.			
Date	e :		
Plac	e:		nature of the applicant (With Official Seal)

GUIDANCE:

- 1) The fee of `500/- (Rupees Five Hundred Only) is Payable at Kolkata by Demand Draft in favour of "R.B.I. A/C. Controller of Legal Metrology, W.B. "Please give the name of the applicant in reverse of the Draft.
- 2) The Application From together with Demand Draft is to be sent to "The Controller of Legal Metrology, Government of West Bengal, Consumer Affairs Department, P-326, C.I.T. Scheme VI, 2nd Floor, Kankurgachi, Kolkata 700 054. Phone No.: 033-23629549.
- 3) The application Form should be sent in duplicate in the enclosed Proforma.
- 4) Under the Provisions of the rules, as they stand now, renewal of registration is not necessary.
- 5) In Sl. No. 1 of the Proforma name of the person / concern / firm / company is to be written.
- 6) In Sl. No. 2 of the Proforma complete address at which the registered Office of the Company situated is to be written if the applicant is not a company the name of the Proprietor / Partners with the name of the Street / Area, no. assigned to the premises of the Manufacturer / Packer, the name of the District / City Town and Postal index number (PIN) are in variably to be written.
- 7) Sl. No. 4 is to be filled if Factories of Manufacturer or Premises at which pre-packing is made, are located also at place or places other than the address indicated as Sl. No. 2.
- 8) In case of the concern having more than one units / factory registration of only one registered Office of the company (Head Office in case of others) is necessary. For this purpose only one draft as mentioned in guidance number 1 in necessary.
- 9) Please enclose a copy of the Current Trade License.
- 10) Please enclose a Label / Photo copy of the Label.
- 11) Please attach separate sheet if spaces given in the proforma are not sufficient.
- 12) Please give your telephone no., if any, for communication if necessary.